

Payment Authorization Form

**Organization For Educational Technology & Curriculum
ITCS 2009**
Sheraton Portland Airport Hotel
Portland, Oregon
February 15-17, 2009

SHOW DECORATOR:

Essig Entertainment Inc.

Mail or fax (with Authorization Form) to:

Essig Entertainment, Inc.
P.O. Box 26409
Eugene, Oregon 97402
Fax: (541) 345-1510

Decorator Questions ?

Please call us at:
Tel: (541) 345-7989

PLEASE NOTE:

Please complete and return this form with your order with payment in full. You may choose to pay by credit card or check, however, we require your credit card authorization to be on file with Essig Entertainment, Inc.

For your convenience we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

DISCOUNT ORDER DEADLINE:
Wednesday, February 11, 2009

GUARANTEE / AUTHORIZATION ONLY

Company Name _____

Contact Name _____

Mailing Address _____

Phone _____ Fax _____

Credit Card (check one) Visa Master Card American Express

Card Number _____ Expiration Date _____

Name on Card _____

PAYMENT INSTRUCTIONS (please check one)

_____ Bill credit card listed above (you will receive an itemized invoice and credit card receipt after the event).

_____ We will send a company check for the estimated charges of \$ _____. Any balance (i.e. shipping charges) will be charged to credit card listed above.

Calculation of Orders TOTAL FROM EACH - ESSIG ENTERTAINMENT, Inc. - ORDER FORM

Electrical.....	\$	
Materials Handling.....	\$	
Forklift & Labor.....	\$	
Booth Furnishings.....	\$	
Additional Furnishings.....	\$	
Booth Set up and Dismantling.....	\$	
Audio Visual Equipment.....	\$	
Cleaning.....	\$	
Total Amount Due	\$	

QUESTIONS? PLEASE CALL (541)345-7989

Freight Shipping Information

Organization For Educational Technology & Curriculum

ITCS 2009

Sheraton Portland Airport Hotel

Portland, Oregon

February 15-17, 2009

Whether you ship in ADVANCE or DIRECT, please remember to fill out the **Materials Handling / Freight Shipment Order Form** including the **Payment Authorization Form** and FAX to (541) 345-1510.

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Decorator Questions ?

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Tel: (541) 345-7989

To ensure prompt delivery to your booth, please be sure to label your packages completely. **Include your company and booth # on each label.**

LAST DAY to receive ADVANCE freight at Essig Entertainment, Inc. without a surcharge: **Wednesday, February 11, 2009**

Advance Shipping Address:

Essig Entertainment, Inc.

730 Conger, Suite 5

Eugene, Oregon 97402

Attn: NAME OF TRADE SHOW

YOUR COMPANY NAME - and BOOTH #

TO GUARANTEE DELIVERY OF ALL YOUR MATERIALS TO YOUR BOOTH, WE RECOMMEND YOU SHIP YOUR FREIGHT IN ADVANCE TO OUR WAREHOUSE.

Any **DIRECT** shipments must be scheduled to arrive at the address below **no sooner** than Thursday, February 12, 2009. Vendor move-in is Sunday, February 15, 2009 from 12:00p-4:00p

Direct Shipping Address:

Sheraton Portland Airport Hotel

8235 NE Airport Way

Portland, OR 97220

Attn: NAME OF TRADE SHOW

YOUR COMPANY NAME - and BOOTH #

Materials Handling Order Form

Organization For Educational Technology & Curriculum ITCS 2009

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Essig Entertainment, Inc.
P.O. Box 26409
Eugene, Oregon 97402
Fax: (541) 345-1510

Decorator Questions ?

Please call us at:
Tel: (541) 345-7989

Booth No.(s): _____ Contact Name: _____

Company Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

**** PRE-PAY ALL SHIPMENTS. COLLECT SHIPMENTS WILL NOT BE ACCEPTED ****

Certified Weight Tickets (CWT) are required for each shipment.

SHIPPING SMALL PACKAGES? SEE NEXT PAGE FOR PRICING

Please indicate how your shipment will arrive by checking the box next to Advance or Direct.

Advance Shipment/Handling (Deadline: Wednesday, February 11, 2009)

Attn: **NAME OF TRADESHOW, Your Company Name & Booth #.** _____

Total # of items being shipped and description: _____

Essig Entertainment, Inc. will receive crated shipments* at our warehouse and provide temporary storage, delivery to booth and return of outbound shipment. No padded van or loose display shipments will be accepted.

* A copy of the bill of lading indicating the number of pieces, proper description, and weights must be forwarded to Essig Entertainment, Inc. (include carrier's PRO No. and trailer number).

Rates:

Minimum: \$60 for first 200 lbs per shipment; includes round trip.

For each 100 lbs thereafter - \$30 per hundred weight (CWT) or fraction thereof (round up to the next 100 lbs).

Example: 248 lbs (round up to 300 lbs) \$60+\$30= \$90.00; 567lbs (round up to 600 lbs) \$60 + (30x4)= \$180.00

Advance Shipping Address:

Essig Entertainment, Inc. 730 Conger, Suite 5 Eugene, OR 97402

Attn: **NAME OF TRADE SHOW, Your Company Name & Booth #**

Direct Shipment/Handling (Hotel will **NOT** receive before Thursday, February 12, 2009 Attn:

NAME OF TRADESHOW, Your Company Name & Booth #. _____

Total # of items being shipped and description: _____

Essig Entertainment, Inc. will receive your shipment at the show location **ONLY** on the move-in day. We will provide delivery to booth, and return of outbound shipment from booth to loading dock.

Rates:

Minimum: \$70 for first 200 lbs per shipment; includes round trip.

For each 100 lbs thereafter - \$35 per hundred weight (CWT) or fraction thereof (round up to the next 100 lbs).

Example: 248 lbs (round up to 300 lbs) \$70+\$35= \$105.00; 567lbs (round up to 600 lbs) \$70 + (35x4)= \$210.00

Please Note: The hotel has the right to refuse any shipments received prior to exhibitor move-in day as they do not have the space to receive freight other than on Show Days.

Direct Shipping Address:

Sheraton Portland Airport Hotel, 8235 NE Airport Way, Portland, OR 97220

Attn: **NAME OF TRADE SHOW, Your Company Name & Booth #**

**** If Essig is handling your shipping at the close of the show PLEASE COMPLETE REFORWARDING SECTION on Page 2 ****
Payment Authorization form must accompany this form - even if you pay by check.

Materials Handling / Freight Shipment Order Form

Organization For Educational Technology & Curriculum

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SHOW DECORATOR:

Essig Entertainment Inc.

Mail or fax (with Authorization Form) to:

Booth No.(s): _____ Contact Name: _____

Company Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

Essig Entertainment, Inc.
P.O. Box 26409
Eugene, Oregon 97402
Fax: (541) 345-1510

Decorator Questions ?

Please call us at:
Tel: (541) 345-7989

Small Packages/Handling

For packages weighing 50 pounds or less, rates are \$20 for 1st carton and \$5 for each additional carton (shipped advance). No direct shipping for small packages.

Reforwarding Instructions at Close of Show

Please refer to the first page of Materials Handling for handling charges.

Arrangements for Freight Pick-up with your preferred carrier must be made by you prior to the close of the show. Once your booth has been packed into its shipping crates, please leave the freight in your booth space with Return Labels and all carrier shipping forms. Essig Entertainment will (with complete reforwarding information) ensure your freight is picked up from the show site and shipped to the next point of destination indicated.

Ship To: _____ Authorized By: _____

_____ Phone: _____

Description: _____

Total Pieces: _____ Approx Weight: _____

Special Instructions: _____

Forward Via _____ FedEx _____ UPS 2nd Day Air

_____ Other (please specify) _____

PLEASE NOTE

• Whether you ship in **ADVANCE** or **DIRECT**, please be sure to address materials as indicated. Any shipments received without documentation will be delivered without guarantee of piece count or condition.

• We will select carriers (FedEx Express Saver, or UPS 2nd Day) unless you specify otherwise.

Please write all totals on Payment Authorization form and send with this form.

Booth Furnishings Order Form

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Decorator Questions ?

Please call us at:
Tel: (541) 345-7989

Booth No.(s): _____ Contact Name: _____
Company Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____
Email: _____

**DISCOUNT ORDER DEADLINE:
Wednesday, February 11, 2009**

Tables	Qty	Discount Price Tables come w/ White Linen & Skirt	Onsite Price Tables come w/ White Linen & Skirt	Total
Cocktail Table <input type="checkbox"/> 30" or <input type="checkbox"/> 42" tall		\$28.00	\$40.00	
36" <input type="checkbox"/> Round or <input type="checkbox"/> Square		\$28.00	\$40.00	
4' Banquet (30" wide x 30" tall)		\$28.00	\$40.00	
6' Banquet (30" wide x 30" tall)		\$28.00	\$40.00	
8' Banquet (30" wide x 30" tall)		\$28.00	\$40.00	
6' Counter (24" wide x 40" tall)		\$28.00	\$40.00	

Carpeting

9' x 10' Grey Black
9' x 20' Grey Black
9' x 30' Grey Black

Please Note: The facility is carpeted.
Carpet does not need to be ordered for this trade show.

Chairs	Qty	Discount Price	Onsite Price	Total
Wooden White Folding Chair		\$6.00	\$10.00	
Natural Wood Folding Chair		\$7.50	\$10.00	
Bar Stool (No back)		\$8.00	\$11.00	
Upholstered Arm Chair		\$5.50	\$10.00	
Tall Directors Chair		\$16.50	\$20.00	

Signs	Qty	Discount Price	After February 11th	Total
Additional 8.5" x 14"		\$5.50	\$10.00	

Signs are white recycled card stock with black lettering.

Grand Total

Cancellation Policy: Booth furnishings orders cancelled less than 7 days prior to move-in are subject to a 50% cancellation charge and 100% of the original price after installation.

No refunds available on sign orders.

Please write all totals on Payment Authorization form and send with this form.

QUESTIONS ? PLEASE CALL (541) 345-7989

Booth Set Up and Dismantling Order Form

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P.O. Box 26409
Eugene, Oregon 97402
Fax: (541) 345-1510

Decorator Questions ?

Please call us at:
Tel: (541) 345-7989

Booth No.(s): _____ Contact Name: _____

Company Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

Installation of Display

Please indicate your labor requirements:

We will require _____ display persons for installation of our display.

Requested start time: _____ pm on Move-In Day.

Installation will take approximately _____ hours.

- Request you proceed, at earliest hour, to install our display without supervision.
- Set-up drawings / photos are enclosed.
 - Set up drawings / photos will arrive with exhibit materials.

- Request you await our representative before installing our display. Time will commence upon the assignment of workers in accordance with exhibitors instructions. Representative should check with the Essig Entertainment representative on-site to obtain and return display assistance laborers.

Your Representative: _____

Telephone: _____

Email: _____

Dismantling Display

Please indicate your labor requirements:

We will require _____ display persons for dismantling of our display.

Requested start time: _____ pm on Move-Out Day.

Dismantling will take approximately _____ hours.

- Request you proceed, at earliest hour, to dismantle our display without supervision. Exhibit will be dismantled on straight time whenever possible.

- Request you await our representative before dismantling our display. Time will commence upon the assignment of workers in accordance with exhibitors instructions. Representative should check with the Essig Entertainment representative on-site to obtain and return assistance laborers.

Your Representative: _____

Telephone: _____

Email: _____

Labor Rates

Straight Time: \$40.00 per hour

Overtime \$70.00 per hour

Straight time is considered 7:00 am - 7:00 pm, Monday through Saturday (except holidays).

All other hours (including Sundays and holidays) are considered overtime.

Minimum: One hour per display person. One-half hour increments thereafter.

Questions ? Scheduling Conflicts? Special Requests?

Please call (541) 345-7989

Please write all total payments on Payment Authorization form and send with this form.

Audio Visual Equipment Order Form

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Please call us at:

Tel: (541) 345-7989

Booth No.(s): _____ Contact Name: _____

Company Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

**DISCOUNT ORDER DEADLINE:
Wednesday, February 11, 2009**

Audio Visual Equipment	QTY	Discount Price	Total
13" TV/DVD Combo		\$45.00	
20" TV/DVD Combo		\$50.00	
27" Monitor / DVD Combo		\$95.00	
17" Data Monitor		\$55.00	
DVD Player		\$35.00	
NEC MT 1065 small venue projector (3200 Lumens)		\$295.00	
Overhead Projector Package		\$35.00	
Wireless Slide Projector Package		\$60.00	
Screen -- 70" or 84" (please circle one)		\$30.00	
Anchor - 2 Speaker Sound System (includes hard-wired mic)		\$95.00	
Anchor - 1 Speaker Sound System (includes hard-wired mic)		\$70.00	
Wireless Lapel or Handheld Mic (circle one) Requires sound system		\$80.00	
CD Player (Requires sound system)		\$35.00	
CD Cassette Boom Box		\$35.00	
Tripod Poster Easel		\$12.00	
Flipchart Easel w/ pad of paper and pens		\$25.00	
3' x 4' Whiteboard		\$30.00	
4' x 8' Display board		\$65.00	
AV Cart w/ skirt -- 34" or 48" (please circle one)		\$30.00	
Safelock Adjustable leg stand w/ skirt (adjustable to 54")		\$30.00	
Extension Cord		\$10.00	
Power Strip		\$10.00	
PRICES ARE FOR THE DURATION OF THE EVENT		GRAND TOTAL	

On-site pricing: Add 25% to rental charge

Need something that isn't listed?

For additional equipment, please call (541) 345-7989.

Please write all totals on Payment Authorization form and send with this form.

Booth Cleaning Order Form

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Fax: (541) 345-1510

Booth No.(s): _____ Contact Name: _____
Company Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____
Email: _____

Decorator Questions ?
Please call us at:
Tel: (541) 345-7989

General Cleaning:

Vacuuming of carpets and emptying of wastebaskets is NOT included in your space rental for this trade show. Please complete this form and return one copy to Essig Entertainment, Inc. 5 days before exhibitor move-in date.

Note: 8' x 8' = 1 booth	Rate	Qty	Total
<input type="checkbox"/> One time prior to show opening	\$18.00 per 8' x 8'		
<input type="checkbox"/> For multiple day shows only NOT AVAILABLE FOR THIS SHOW	\$30.00 per 8' x 8'		
Grand Total			

To ensure your booth is show-ready, please specify your requirements below.

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Electrical Order Form

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Booth No.(s): _____ Contact Name: _____
 Company Name: _____
 Mailing Address: _____
 City, State, Zip: _____
 Phone: _____ Fax: _____
 Email: _____

Essig Entertainment, Inc.
 P.O. Box 26409
 Eugene, Oregon 97402
 Fax: (541) 345-1510

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To calculate your electrical usage correctly, look for a tag on the equipment listing the number of amps or watts required.

For ordering purposes, 1 amp = 100 watts. Wall or post outlets are not part of booth space. Separate outlets must be ordered for each 8' x 8' space occupied. Essig Entertainment, Inc. will not be responsible for voltage fluctuations or temporary power failures. For your own protection, install surge protectors on your own equipment.

Electrical Needs:

Please check the appropriate box for your electrical needs and provide a brief description below of what your electrical requirements are for. i.e.: (lights, photocopier, etc...)

<input type="checkbox"/>	Outlet up to 500 Watts (shared circuit)	Access to a shared circuit is provided in your Booth Package.		
	If your booth requires electricity for low intensity lights and/or a laptop or monitor Includes: setup fee			
<input type="checkbox"/>	Outlet 2000 Watts and up (single circuit)	Regular Rate	Onsite Service	Total
	If your booth includes commercial equipment that requires a large amount of power (i.e.: photocopiers), you must be on a separate circuit. Includes: setup fee, extension cord, and individual power strip.	\$30.00	\$57.00	
QTY	ADDITIONAL ITEMS	Regular Rate	Onsite Service	Total
	25' Extension Cord	\$10.00	\$15.00	
	Power Strip	\$10.00	\$15.00	
Grand Total				

Cancellation Policy: There will be no refund on orders, if cancelled after Essig Entertainment, Inc. begins move-in.

Please write all totals on Payment Authorization form and send with this form.